

Employment Policies

(For more information, see *Human Resources* in Section 10 of this Handbook and also details on the Human Resources website at <http://www.kzoo.edu/hr/policies.htm>)

A. *Benefits*

A.1 Medical, Disability and Life Insurance

Regular full-time employees and regular employees who work at least half-time are eligible to participate in the College's benefit programs. Requirements specific to each plan are available from the Human Resources Office.

Kalamazoo College provides health insurance coverage for eligible employees. Both the College and employee contribute to premiums for health insurance for the employee. Coverage for spouses, eligible dependents and domestic partners is also available. Spouses and partners with coverage available through their own employers are required to enroll in that coverage. The College does not contribute to the cost of dependent coverage for employees with less than a $\frac{3}{4}$ time appointment (.75 FTE). The employee's share of the health insurance premium is taken on a pre-tax basis through a flexible benefit plan unless the employee waives this option.

Kalamazoo College provides basic term life insurance for eligible employees in the amount of two times annual base salary with a minimum coverage level of \$50,000 and a maximum coverage level of \$100,000. The basic life insurance program is non-contributory. In addition to the basic program employees may elect optional term life insurance at their own cost for the optional program through payroll deduction.

Kalamazoo College also provides long term disability insurance for eligible employees who have completed one year of service to the College which is waived if the employee is coming from comparable coverage with no more than 90 days lapse of coverage. The College pays 100% of the insurance premium, with the level of benefits determined by annual salary. Benefits in the event of disability is 60% of salary, integrated with social security benefits, following a six-month elimination period. This includes a monthly annuity premium benefit credited to the 403(b) plan.

Medical and term life insurance coverages take effect on the date of employment, provided the employee completes the required paper work within 30 days of that date.

The Michigan Workers' Compensation Act has provisions that govern the treatment of persons who suffer a work related injury. An employee in such circumstances should get immediate medical treatment and report to the Human Resources Office either directly or through the immediate supervisor.

A summary plan description for each benefit plan has been developed by the Human Resources Office to comply with the Employee Retirement Income Security Act (ERISA). Brochures setting forth specific eligibility requirements, benefits provided, and claim procedures are also available.

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), a Federal law, requires that the College offer extended health-care coverage, at the group rate, under certain circumstances where coverage would otherwise end. The College will provide proper notice and information when circumstances require.

The College reserves the right to modify and/or terminate any group insurance plan at any time subject to the Federal laws and regulations governing such plan.

A.2 Retirement Programs

The College contributes to Social Security for each employee. In addition, the College contributes to a 403(b) defined contribution retirement plan through Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF) for each eligible employee who has completed two years of service to the College. This program includes a basic College contribution of 5% of salary. In addition, an employee may contribute up to 5% of annual salary which the College matches one for one.

A group supplemental retirement annuity program (SRA) through TIAA/CREF is also available with no waiting period for participation.

The Human Resources Office has summary plan descriptions for the TIAA plans and can answer questions concerning eligibility and other plan details.

A.3 Other Staff Benefits

Depending upon employee hire date, children of eligible, full-time employees may receive financial assistance for attendance at Kalamazoo College. Financial assistance for attendance at other institutions of higher education may also be available. Contact the Human Resources Office for details related to eligibility and to specific procedures for application to participate in this program.

Kalamazoo College employees may use such campus facilities as the Anderson Athletic Center, pool, tennis courts, and library. Attendance at fine arts, community reflection, and athletic events is encouraged by the College for its employees. Contact the office of the area in question for more specific information.

The College offers a faculty/staff wellness program which includes the Wellness Room, classes and workshops, family activities, confidential health assessments and one-on-one consultations and coaching. Please see <http://reason.kzoo.edu/wellness/> for details.

Each employee will be provided with an identification card. This card may provide access to certain buildings, entitles the employee to participate in certain events on campus at reduced cost for admission, and provides access to the resources of the College library. It is College property issued for personal use only; use may not be delegated to any other individual. The card must be returned to the Human Resources Office at the time the employee leaves the College. Lost or misplaced cards should be reported at once to the Security Office.

A.4 Paydays

In general, full-time faculty appointments are nine-month appointments with salary paid in 12 equal installments beginning on October 1st of each academic year. Paychecks are available in the business office on the first day of the month; paychecks are not sent through the campus mail. The College encourages the use of direct deposit. Employees may authorize salary deductions for savings or for loan payments to designated financial institutions. Pay advices are available online through WebAdvisor (choose “Employee Profile”) on the College’s intranet. To enroll or make a change in your direct deposit, see <https://reason.kzoo.edu/payroll/>. If the first of the month is a weekend or holiday, checks are available on the last business day prior to the pay date.

A.5 Payroll Deduction

Deductions as required by law are made for federal and state withholding taxes and for Social Security (FICA). Employees are responsible for filing and keeping current all withholding information on the appropriate forms in the Human Resources Office and are available on the Payroll webpage at <https://reason.kzoo.edu/payroll/>.

Employees may also authorize other approved payroll deductions, including the Kalamazoo College Annual Fund, The Greater Kalamazoo United Way campaign, and supplemental retirement annuities (SRA) with TIAA/CREF.

A.6 Personnel Files

The College Human Resources Office establishes and maintains all official records concerning employment. This information may be given only to authorized persons. An employee or former employee may review his/her file after:

- submitting a written request to the Human Resources Office one week in advance, and
- presenting proper identification to the Human Resources Office upon request

Copies of file documents will be provided at cost to the employee upon request.

A.7 Solicitation

Solicitation by employees during working time in working areas by or for any individual, organization, club or cause is prohibited with the exception of College approved charitable campaigns such as United Way.

A.8 Political Activities

Kalamazoo College employees are permitted to participate in political and governmental activities as long as the College does not become directly involved, College resources are not used and the employee fulfills his/her responsibilities to the College.

A.9 Safety and Health

Safety and health require individual responsibility on the part of every College employee. The College expects all employees to contribute positively to health and safety at the College and to report to the Human Resources Office or the Security Office any action or condition which is or might be unsafe or detrimental to the health of anyone on campus. A safety committee, chaired by the Security Director, serves to identify and help to resolve issues related to campus safety.

If an employee is involved in an accident or suffers personal injury arising out of and in the course of College business, the matter should be reported as soon as possible to that employee's supervisor and to the Human Resources Office.

A.10 Employee Information

Certain personal information—date of birth, mailing address, phone number, dependent and tax withholding information, beneficiary designations—shall be provided to the Human Resources Office at the time of employment. The College has a right to rely on the most recent information provided in writing by the employee; it is the responsibility of the employee to notify the Human Resources Office at the time of any change in such information.

A.11 Expense Reimbursement

Expenses incurred while on College business shall be reimbursed if authorized in advance, requested in accordance with Business Office procedures and approved by the appropriate person. See <https://reason.kzoo.edu/business/>.

B. Leaves of Absence

B.1 Purpose of Leave

Leave for up to 12 weeks may be granted to eligible employees who are covered under the Family and Medical Leave Act (FMLA) with job protected leave for qualifying reasons such as:

- For incapacity due to pregnancy, prenatal medical care of child birth;
- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, qualified domestic partner, son, daughter, or parent who has a serious health condition.

Leave for up to six months may be granted for a serious health condition that makes the employee unable to perform the employee's job. Extensions beyond six months may be granted within the sole discretion of the College.

For leave policies specific to faculty, please see Section 9 of this Handbook.

B.2 Notice, Duration, and Certification

When the need for leave is foreseeable, employees are expected to provide 30 days advance notice. When not foreseeable, employees are required to provide notice of the need for leave as soon as practicable. Failure to provide appropriate notice may result in the denial of leave.

The College will require medical certification to support a request for a leave because of a serious health condition and may require recertifications as well as a fitness for duty report to return to work. Medical leaves beyond 12 weeks for an employee's serious health condition may require verification by an MD/DO selected by the College. The medical certification must include the first anticipated date of absence from service to the College and the expected date of return. A fitness for duty report may be required to return to work.

When leave is required for a serious health condition, employees will normally be given 15 calendar days to obtain the necessary medical certifications to support the leave. Employees will be required, unless the College waives the requirement, to recertify the need for the leave at least every 30 days and report in on a periodic basis no less often than every two weeks with respect to their progress, the progress of their parent, spouse, or child, and their anticipated date for return to work.

B.3 Wages and Benefits

During a leave of absence for the employee's own serious health condition, faculty will be provided full salary continuation. This salary continuation will be in effect for the period

of recuperation, not to exceed six months. Payments will occur on the monthly pay schedule.

For the duration of leave under this policy, the College will maintain the employee's health coverage under any group health plan. Such benefit continuation will be for a maximum of six months annually. Any employee contributions to the health plan must be maintained during the leave to maintain coverage. Employees who fail to return from a leave will be obligated to reimburse the College for the cost of the College paid health coverage, except when the employee's failure to return is due to the continuation, recurrence or onset of a serious health condition which would entitle the employee to medical or family leave or other circumstances beyond the employee's control.

B.4 Return to Work

Upon return from a leave of six months or less, employees will be restored to their original or equivalent position, with equivalent pay, benefits and other employment terms. The employee will not lose any employment benefit that accrued prior to the start of the leave.

B.5 Eligibility Year

For purposes of determining eligibility for a leave, the College hereby adopts a rolling 12 month period whereby each time an employee takes family or medical leave, the remaining leave entitlement will be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

B.6 Personal Leave

In unusual circumstances, not covered by other policies, the College may grant a leave of absence without pay to regular full-time faculty on ongoing appointments. Whenever possible, reasonable advance notice should be given. Leave will not be approved retroactively to cover a prior period of absence. A request for leave should be presented first to the department chair and Provost, and then to the Human Resources Office for approval. If such leave is granted, arrangements must be made with the Human Resources Office regarding any continuation of insurance coverage during unpaid leave.

B.7 Jury Duty and Military Leave

When an employee is selected for jury duty, the College will continue his/her salary at the normal rate of pay.

Employees shall be entitled to military leave pursuant to the provisions of applicable state and federal law and regulations.

B.8 Benefits During Leaves of Absence

Except as provided above, benefits such as retirement, health insurance, life insurance, etc. will continue in force with College contributions as long as an employee is on a paid leave of absence. For unpaid leaves other than those covered above, or in excess of those covered above, fringe benefits paid by the College shall be suspended unless agreed to in writing prior to the start of the leave. COBRA continuation of health insurance at the employee's own cost will be offered where required by law.

Eligible employees who have completed the period of orientation will have health insurance and life insurance provided by the College during an approved disability leave:

- for a period not to exceed the end of the sixth month following the start of the disability leave, or
- until such disability leave is cancelled by return to work, resignation, retirement, or the death of the employee, whichever condition occurs first.

Please note that where insurance or other employee benefit plans are concerned, the terms of the insurance policy or plan will prevail regardless of any statements contained here.

B.9 Severe Weather

An official College closing due to severe weather, power outages, etc., will be posted on the College's web portal and may also be communicated to employees through the K-Alert system which provides notifications through campus email, home phones, and/or cell phones (as provided by employees). Notice of closings is communicated to area radio stations such as WKZO (590 AM) and WMUK (102.1 FM). Broadcast television stations in the southwest Michigan area are also notified and include WWMT (local Channel 3) and WOOD-TV (Grand Rapids Channel 8).

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